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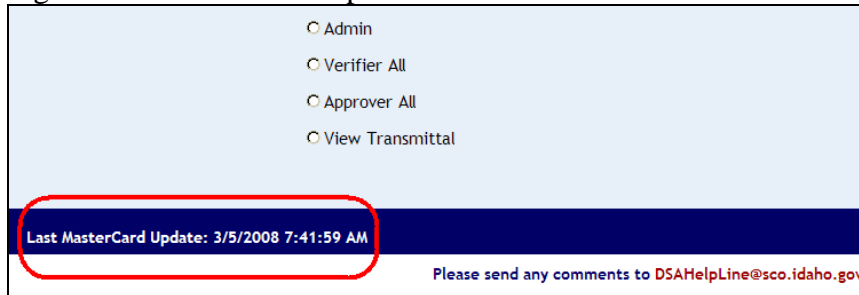
# P-CARD USER MANUAL

## 1099 REPORTABLE TRANSACTION RED INDICATOR

### INTRODUCTION

P-Card transaction data is downloaded from MasterCard every day to the State Controllers Office. Fiscal codes are automatically filled in the P-Card application based upon the MasterCard transaction data. The actual date and time of the latest download from MasterCard is displayed in the P-Card application:

Figure 1 - Date/Time stamp



If the MasterCard transaction data records a 1099 reportable transaction in P-Card, the **1099** field will display an “I” in a red field. This indicates that the subobject (**Sub**) is 1099 reportable, but the STARS Vendor Number (**STARS Vend**) and Suffix (**Sfx**) are blank or there is an invalid 1099 **Vendor ID** number.

Figure 2 - Red 1099 indicator

The screenshot shows a table of transactions. The table has columns: Split, Ye, Pe, TranDate, Amount, Vendor, VendorID, Sfx, PCA\*, INDEX, BFY, Sub\*, DTI, 1099, STARS Vend\*, Sfx, CI, Grant\*, and Ph. The first row shows a transaction on 11/1/2007 for 140.00 from HOLIDAY INNS EXPRESS LEWI, with VendorID 820525830, PCA 34831, BFY 2008, Sub 5396, and 1099 field empty. The second row shows a transaction on 11/20/2007 for 11.03 from KOOTENAI RIVER REST BONNE, with VendorID 820254773, PCA 34831, BFY 2008, Sub 5110, and 1099 field containing a red 'I'. Below the table are buttons for 'Undo Changes', 'Save Changes', 'Create Trans & Atch', and 'Submit & Print'.

Split	Ye	Pe	TranDate	Amount	Vendor	VendorID	Sfx	PCA*	INDEX	BFY	Sub*	DTI	1099	STARS Vend*	Sfx	CI	Grant*	Ph
			11/1/2007	140.00	HOLIDAY INNS EXPRESS LEWI	820525830		34831		2008	5396							
			11/20/2007	11.03	KOOTENAI RIVER REST BONNE	820254773		34831		2008	5110		I					

### REQUIRED FISCAL CODES FOR 1099 REPORTABLE TRANSACTIONS

The STARS vendor number (**STARS Vend**) and suffix (**Sfx**) are required for 1099 MISC reportable transactions. Make the necessary changes in the P-Card application.

If the transaction is 1099 reportable and the STARS vendor number and suffix are left blank, the MasterCard Vendor ID will be uploaded to STARS, but with no suffix. The STARS transaction will error because a suffix is required.

If the transaction is *not* 1099 reportable and the STARS vendor number (**STARS Vend**) and suffix (**Sfx**) are left blank, the P-Card Generic Vendor is added to the transaction. To avoid having the generic vendor upload to STARS, enter the correct STARS vendor number (**STARS Vend**) and suffix (**Sfx**) in P-Card.

## TO FIND A VENDOR OR A 1099 REPORTABLE SUBOBJECT

1. Click in the **STARS Vend** field and press F3.

Figure 3 - STARS vendor lookup

Split	Ve	Pe	TranDate	Amount	Vendor	VendorID	Sfx	PCA*	INDEX	BFY	Sub*	Dtl	1099	STARS Vend*	Sfx	CI	Grant*	Ph
			11/1/2006	61.05	ROLLING M RO	203350662		31048		2007	5396						05COHS	03

2. In the look up dialog box, enter any combination of search criteria, e.g., vendor name, city, vendor number, etc. You can enter just the first few numbers or letters to find a code that begins with those letters or numbers or use the wildcard (%).

Figure 4 - STARS Vendor lookup

**Vendors**

Name  \*Input search criteria(s)  
Use "%" for wildcards

Bus Name

Address

City  State

Vendor #

Vendor #	Sfx	Vendor Name	Business Name	Address
Select 820476267 00		BARK BLOWERS INC		582 E BOISE A'
Select 820311645 00		BARKER CABINET & BUILDING SUPPLY		3783 LAVA LN
Select 820485662 00		BARKER MANAGEMENT INC		BARKER REALTORS PO BOX 540

3. Click **Find**. Click the column headers of the search results to sort the list, if needed.
4. Click in the **Sub** field and press F3. The 1099 reportable subobjects **Descriptions** are displayed in blue.

Figure 5 - Subobject lookup

Code:

Description:

Use "%" for wildcards

Code	Description
5000	OPERATING EXPENSES
5010	MEDIA
5020	POSTAL & MAIL

5. Click **Select** next to a vendor or click the subobject code and it and any related fiscal code will be automatically entered into P-Card.